



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Maintenance

**TITLE:** Department of Natural Resources Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Correspondence/reports/permits involving hazardous wastes, emissions, fresh water, waste water, etc.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22948

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Electric Motor Inventory Book

**CUTOFF:** WSO

**DESCRIPTION:** Electrical motor data throughout the institution.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22949

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Emergency Equipment List

**CUTOFF:** WSO

**DESCRIPTION:** All emergency equipment available at this institution including welder, generator, pickups, etc.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22950

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Maintenance

**TITLE:** Freon Log

**CUTOFF:** EOSFY

**DESCRIPTION:** Freon used and reclaimed.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22951

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Hazardous Waste Continuous Logs

**CUTOFF:** EOSFY

**DESCRIPTION:** Checklist to ensure hazardous waste is being stored properly.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22952

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Key and Lock Records

**CUTOFF:** WSO

**DESCRIPTION:** Documentation related to all institutional keys and locks, etc, including authorizations for permanently issued keys, and restricted access.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22953

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Maintenance

**TITLE:** Laundry Logs

**CUTOFF:** EOSFY

**DESCRIPTION:** Logs indicating how much steam and water are used at laundry in 8-hour period.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22954

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Maintenance and Repair Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation for operational maintenance, repairs, replacements, preventive maintenance, etc.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22955

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Material Safety Data Sheets

**CUTOFF:** WSO

**DESCRIPTION:** Material Safety Data Sheets for all chemicals used within the institution.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22956

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Maintenance

**TITLE:** Power Plant Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation regarding plant operations including but not limited to steam generation, fuel usage, water usage, certifications, logs etc.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22957

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Tool Records

**CUTOFF:** WSO

**DESCRIPTION:** Documentation related to all tools, tool forms, inventories, etc.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22958

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Vehicle Records

**CUTOFF:** EOSFY in which vehicle is surplussed or destroyed.

**DESCRIPTION:** Documentation related to all vehicles and equipment including but not limited to service and repair, fuel usage, etc.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22959

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Maintenance

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**TITLE:** Work Order and Request Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation used by staff for requesting any work, construction or repairs to be performed by maintenance or other staff and records of work performed.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22960

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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